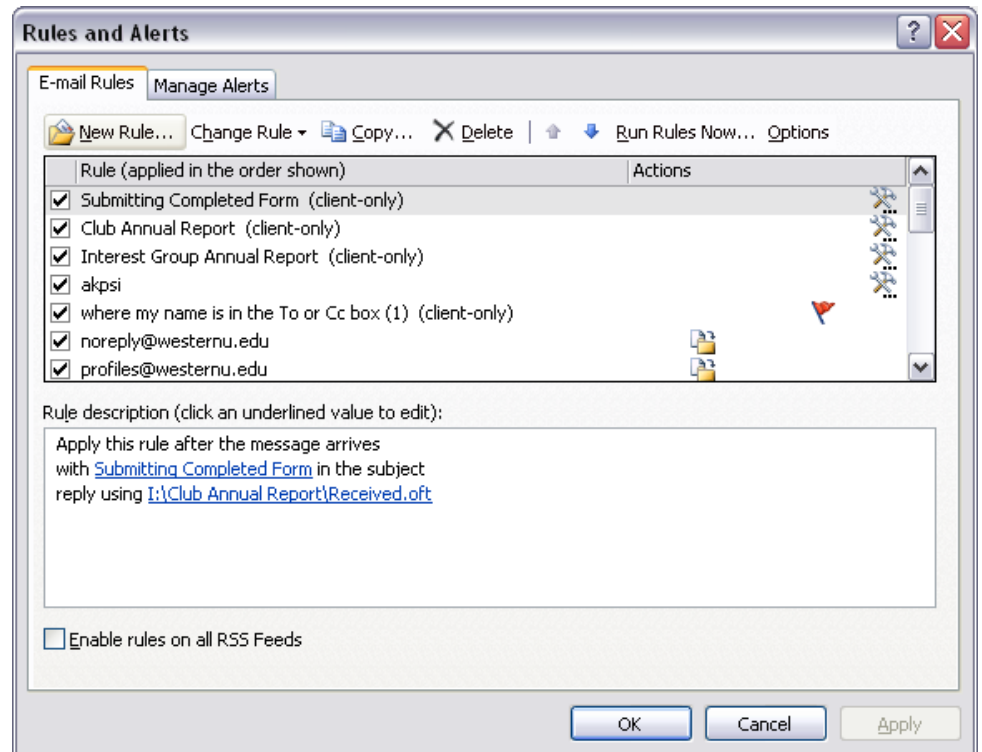
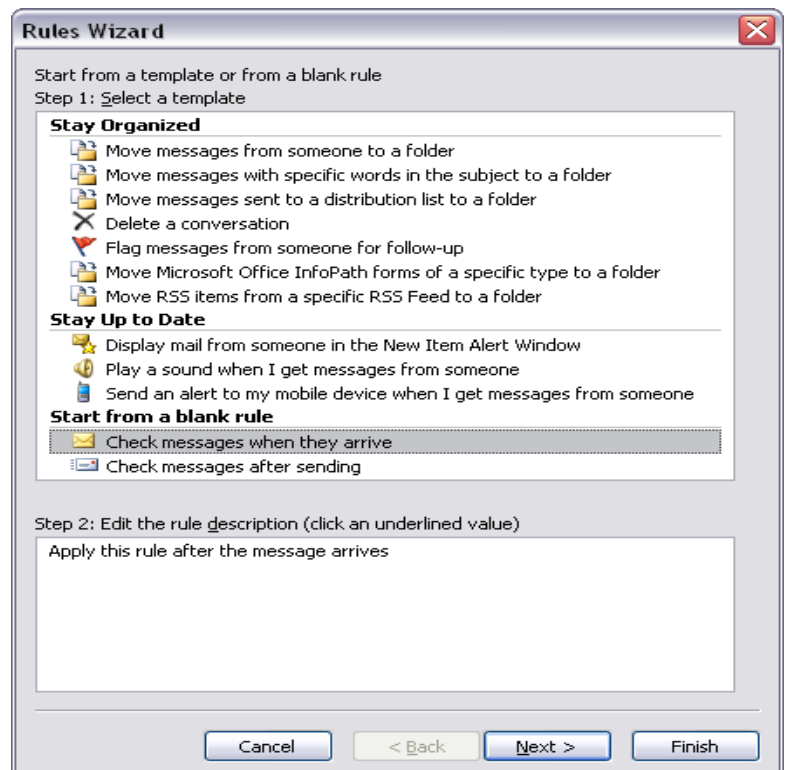


Setting Rules In Outlook 2007

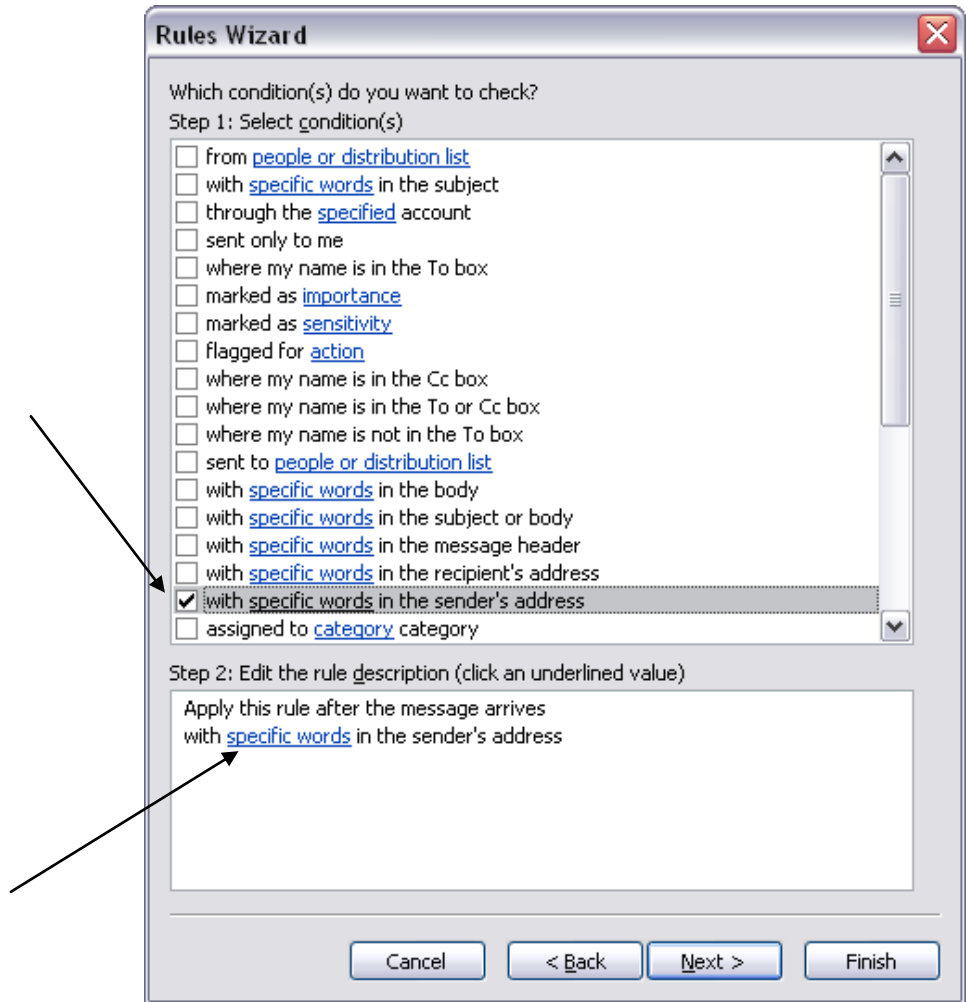
- 1) Select the "Tools" Menu
- 2) Select "Rules and Alerts"
- 3) Select "New Rule"



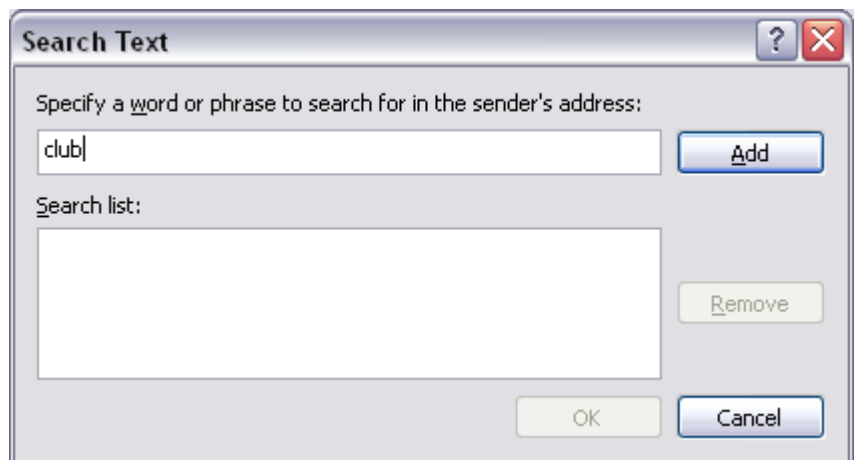
- 4) Select "Check Messages When They Arrive" and hit "Next"



- 5) Step 1 - Check “with specific words in the sender’s address”
Step 2 – Click on the underlined “specific words”

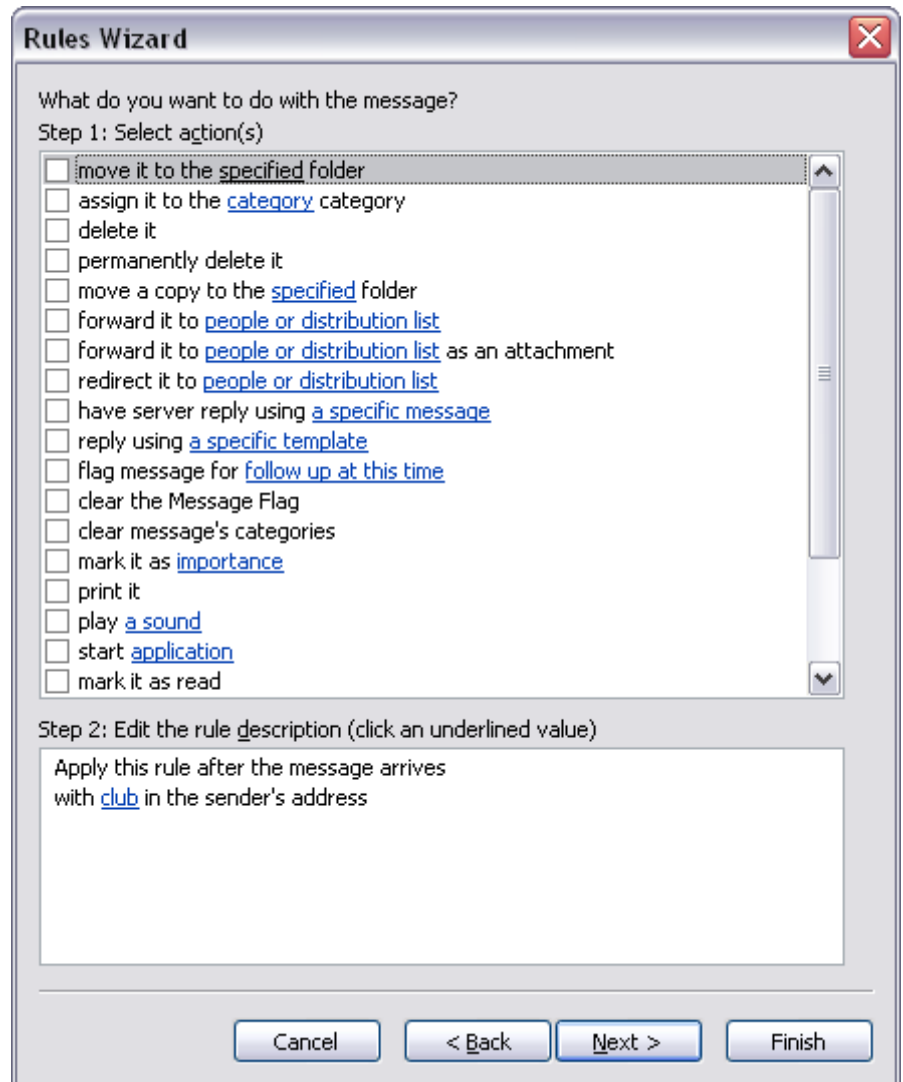


- 6) Enter “club” in the text field to select all email addresses from WesternU clubs OR enter a specific club/other email address to select emails from only that specific club/other sender – then click “ add” then click OK



- 7) Click the “Next” button

8) Indicate what you would like to do with the emails selected in the previous step and hit “finish”.



Questions? Contact Technical Support

909-469-5432 or techsupport@westernu.edu